



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

October 23, 2000

MEMORANDUM

TO: All Uniform Payroll System (UPS) Vendors

FROM: Ronald S. Mitchell
Director

SUBJECT: UPS Conversion to New ISIS HR System - Agency Walkover List

Beginning in January 2001, as reported in previous memoranda, payroll administration currently managed through the Uniform Payroll System will be managed through a new human resource system, ISIS HR. Although we have tried to make the conversion as simple as possible, there will be some changes that each vendor will need to prepare for internally.

One of the changes is the way that agencies will be identified. In the past, the Office of State Uniform Payroll (OSUP) has provided a list of eight digit payroll reporting numbers (PRN) and agency names to vendors to be used in identifying the agency for which employees worked. Additionally, a three digit control number (and name) identified a group of agencies or a department. These numbers, and in some cases names, were provided on files or hard copy reports which accompanied vendor payments. The new system will not use the eight digit PRN or three digit control number to identify agencies/departments. Instead, a new four digit Personnel Area will identify each agency and be provided on files and reports at the employee, or transaction, level. This four digit personnel area number will be the only agency identifier available.

OSUP has prepared a walkover list (UPS PRN Number and Agency Name to ISIS HR Personnel Area Number and Agency Name) to assist vendors in preparing for this change. The list, which was developed in MicroSoft Excel, can be obtained from the Office of State Uniform Payroll's website (www.state.la.us/osup/osup.htm). Vendors must retrieve the walkover list from the website and use it to make any necessary administrative and/or programming changes. Also included on the website are previous memoranda related to the conversion to the new ISIS HR system. From OSUP's homepage, click on "UPS to ISIS HR Conversion" to obtain this important information related to this conversion.

These changes will be effective for payments of deductions taken beginning January 2001. As required, please forward this information to anyone involved in deduction data for the Uniform Payroll System.

If you have a problem with retrieving the data via the website, contact Kathy Bates at (225) 342-0713 to obtain a copy via fax or diskette. If you have any questions about the conversion to the new ISIS HR system or about the walkover list contact Andrea Hubbard at (225) 342-0715.

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